

MEMORANDUM

August 22, 2019

To: Volunteer Fire and Rescue Personnel

From: Division Chief A. Michael Kelley

Subject: Incumbent Physicals

The safety and health of every fire and rescue provider in the Montgomery County Fire and Rescue Service is of paramount concern to your peers, the leadership of the local fire and rescue departments, the Fire Chief and myself. I hope that we will continue to embrace the incumbent physical program since it is a valuable benefit to all. There are documented cases in which career and volunteer personnel have identified serious health issues early which otherwise may have compromised their quality of life had it not been discovered. Keeping you healthy so you can continue to volunteer is a benefit to you, MCFRS, and the citizens of Montgomery County.

It is important that we reiterate that FROMS (Fire Rescue Occupational Medical Service) is managed using the principles of strict medical confidentiality. With the exception of scheduling of appointments, and receipt of the final ratings on individuals for distribution to the LFRD Chiefs, the Volunteer Division does not participate in the physical process. All questions about your physical results and follow-up appointments should be directed to FROMS.

The following step-by-step instructions will assist you in scheduling and completing your incumbent physical:

- You will be notified by email when you are due for your incumbent physical.
- Fill out the **online** incumbent physical information request. Office Services Coordinator Sara Noshafagh will schedule your physical and will email you a confirmation of your assigned appointment. Morning and Saturday appointments fill quickly and may not be available for the times you request. We require 3 business days to cancel an appointment in order to let the remainder of the service know an open appointment has come up in an effort to get the most done with the time we have. The online incumbent physical request form can be found on the DOVS Quicklinks website at www.MCFRS.org/DOVS. Select the link that says "Click Here to schedule your incumbent physical"
- Complete all forms in the package to the best of your ability. These forms should be hand carried to FROMS on the day of your physical. The FROMS staff

will answer any questions about the medical history, fit testing or tuberculin testing paperwork on the day of your physical.

- If possible, go to FROMS (Fire Rescue Occupational Medical Services) to get your blood work done at least two weeks prior to your physical date. No appointment is required. Hours are Monday through Friday 7:30 a.m. to 7:00 p.m. and every other Saturday from 7:00 a.m. to 12:00 p.m. Please plan to arrive at least 30 minutes prior to closing. Remember that you need to fast (except clear fluids) for 12 hours prior to completing the blood work. In addition, be prepared to give a urine sample during the blood work appointment.
- When you go to FROMS, please be on time and bring a photo ID with you. Parking is available in the garage at 255 Rockville Pike entering off Rockville Pike. During the Monday through Friday hours there is a fee for parking. During Saturday hours there is no charge for parking in the garage. There are also parking meters on the street. After 1700 hours parking meters are free. If personnel are going to FROMS on apparatus you may park on Truck Street just south of FROMS.
- Make sure to clarify with FROMS during your physical appointment if you need to complete any follow-up after the appointment. This could include getting documentation from a personal physician, having a TB test read or possibly returning to FROMS for a follow-up appointment. It is essential that you follow up on any instructions given by FROMS. Failure to do this will result you receiving a rating that does not allow you to ride an apparatus.

I hope this information has been helpful. I encourage you to address any concerns you have about the process to me through your local fire and rescue department chief. We are always looking for ways to improve this process.

Thank you for everything you do to improve our combination fire and rescue service in Montgomery County, Maryland.